

INSTRUCTIONS FOR PREPARING A MAGISTRATE'S DECISION

1. All Magistrate's Decisions shall be titled "**MAGISTRATE'S DECISION**". Include the name of the Common Pleas judge assigned to the case in the caption.
2. The Magistrate's Decision shall provide the following statement:

"Notice

Objections to the Magistrate's Decision must be filed within fourteen days of the filing date of the Magistrate's Decision. A party shall not assign as error on appeal the court's adoption of any factual finding or legal conclusion, whether or not specifically designated as a finding of fact or conclusion of law under Civ. R. 53(D)(3)(a)(ii), unless the party timely and specifically objects to that factual finding or legal conclusion as required by Civ. R. 53(D)(3)(b)."

3. All Magistrate's Decisions shall be accompanied by a "**Praecipe**" which identifies all parties or their counsel for service by the Clerk. The praecipe may be included in the body of the document after the signature block and before the required Notice quoted above. A blank praecipe may be obtained from the Magistrate's staff.
4. The "**Certificate of Service**" shall read:
"I hereby certify that copies of the foregoing decision have been sent by ordinary mail to all parties or their attorneys as provided above.

Date: _____ Deputy Clerk: _____"

5. The Magistrate's Decision shall be presented to the Magistrate's courtroom (Room 585).
6. If no objections are filed within **17 days** (see *City of Cheviot v. Siciliano* (June 5, 1998), Hamilton Case No. C-9601039, 1998 WL 293857), counsel shall prepare a judgment entry adopting the Magistrate's Decision and submit same to the Magistrate's courtroom .